

BRANCH COUNTY BOARD OF COMMISSIONERS
DECEMBER SESSION (SECOND DAY)
December 19, 2017

1/ The Board of Commissioners of the County of Branch met, pursuant to adjournment, in the Commissioners meeting room at the Courthouse, on Tuesday, December 19, 2017.

Vice-Chairman Norris called the meeting to order at 4:05 pm.

Present: Commissioners Terri Norris, Leonard Kolcz, Don Vrablic and Randall Hazelbaker; County Clerk Teresa Kubasiak and Administrator Bud Norman.

Absent: Commissioner Ted Gordon

Don Reid led the Board in the Pledge of Allegiance.

2/ Motion by Commissioner Vrablic, seconded by Commissioner Hazelbaker, to approve the agenda. MOTION CARRIED.

3/ Motion by Commissioner Vrablic seconded by Commissioner Kolcz to approve the minutes of the December 12, 2017 Board Meeting. MOTION CARRIED

4/ Motion by Commissioner Vrablic, seconded by Commissioner Kolcz, that approval is given to hire a Referee/Administrator for Juvenile Court, the salary will be determined at a later date. MOTION CARRIED

5/ Motion by Commissioner Vrablic, seconded by Commissioner Hazelbaker, to approve the 2018 Staffing Plan. MOTION CARRIED

6/ Motion by Commissioner Vrablic, seconded by Commissioner Kolcz, to approve the request to offer a Health Savings Program through MERS. MOTION CARRIED

7/ Motion by Commissioner Vrablic, seconded by Commissioner Hazelbaker, to approve the Retiree Health Funding Vehicle for OPEB, as presented. MOTION CARRIED

8/ Motion by Commissioner Vrablic, seconded by Commissioner Kolcz, to hold the 2018 Organizational Meeting on January 2, 2018, at 10am. MOTION CARRIED

9/ Commissioner Kolcz provided the November stats for the various Sheriff and Public Safety areas.

Consent Agenda:

approve the Bills and Accounts in the amount of \$93,931.50.

approve the line item transfer for the Sheriff's Department in the amount of \$8,000 from 101.301-706.0000 Sheriff's Office Overtime to 101-301-957.0000 to Sheriff's Department Training in the amount of \$8,000.

approve the 2018 Juvenile Defender Contract.

10/ Motion by Commissioner Vrablic, seconded by Commissioner Hazelbaker, that authorization is given to approve the following items by Consent Agenda; Bills & Accounts, Fund Transfer Request-Sheriff Department and Juvenile Defender Contract-2018. MOTION CARRIED

11/ Motion by Commissioner Vrablic, seconded by Commissioner Kolcz, that authorization is given to approve the 2018 General Fund Appropriations Act.

2017-13

RESOLUTION ADOPTING 2018 GENERAL FUND APPROPRIATIONS ACT

WHEREAS, the Branch County Board of Commissioners has prepared and submitted, in accordance with Public Act 612 of 1978 (MCL 141.421-141.445), a proposed 2018 General Fund Expenditure/Revenue Budget; and

WHEREAS, in accordance with Public Act 43 of 1963 (MCL 141.434), a public hearing was held on December 12, 2017, at 4:05 p.m. for the purpose of reviewing the proposed 2018 General Fund Budget; and

WHEREAS, it is the intent of the Branch County Board of Commissioners to levy property tax millage as follows: County Operating 4.7562, Commission on Aging Operating 0.4908, Commission on Aging Facility 0.2425, 911 Operating 1.0000, Jail and Law Enforcement .5000, BATA 0.3436, Library 1.1050, and Veterans Relief 0.1000; and

NOW THEREFORE BE IT RESOLVED by the Branch County Board of Commissioners that there is hereby appropriated for the budgetary centers within the General Fund, a total Expenditure/Revenue Budget of **\$13,285,299.85** for the fiscal year 2018. All monies herein appropriated shall be expended in conformity with statutory provisions pertaining thereto and rules, regulations and resolutions adopted by this Board where applicable, and all appropriations/transfers out shall be made on a demonstrated need basis on schedules as recommended by the Finance Committee; and

BE IT FURTHER RESOLVED THAT the individual department budgets and budgetary centers are appropriated on a line item basis as approved by this Board; and

BE IT FURTHER RESOLVED THAT effective January 1, 2018, the Branch County Board of Commissioners hereby authorizes the following:

1. That the General Fund Department Heads, with the exception of salary, employee fringe benefits, contractual labor, and capital outlay items, shall have the authority to transfer up to five thousand (\$5,000.00) dollars between line items within the budgetary centers in each fund so as not to over expend total budgetary amounts;
2. That the County Administrator/Controller, with the exception of salary, employee fringe benefits, contractual labor, and capital outlay items, shall have the authority to transfer up to twelve thousand (\$12,000.00) dollars between line items within budgetary centers in each fund as not to over expend total budgetary center amounts. Transfers between \$7,500.00 and \$12,000.00 are to be brought before the Finance Committee as an item of information explaining the reason for the transfer;
3. That the payment of any bill or charge from any budgetary center line item that will create a line item deficit is prohibited from being processed until such General Fund Department Head submits a completed transfer sheet to the Accounts Payable Office or gains approval from the Branch County Board of Commissioners;
4. That the General Fund Department Heads shall obtain the approval of the Branch County Board of Commissioners for capital equipment items not previously approved if the cost is equal to or exceeds one thousand (\$1,000.00) dollars;
5. That the County Administrator/Controller shall have the authority to make purchases in amounts up to two thousand five hundred (\$2,500.00) dollars for office equipment from the General Fund #101-850-970.00 capital outlay line;
6. That the County Administrator/Controller shall have the authority to approve requests for advance payment for employees to attend conferences and training where such conferences and training are in the best interests of, or essential to, County operations, subject to the budgetary center's approved budget. All out-of-state travel, conferences, and training must have prior approval from the Branch County Board of Commissioners;
7. That the County Administrator/Controller and County Treasurer shall have the authority to create General Fund and Special Fund line item numbers as needed for the purpose of budgetary and accounting maintenance, with the exception that any additional appropriation to the newly created line items shall require approval from the Branch County Board of Commissioners; and
8. That the County Administrator/Controller and County Treasurer shall have the authority to make appropriate transfers to balance the General Fund and Special Fund budget line items on, or prior to, December 31, 2018.

Upon roll call vote the results were as follows:

Yes – Vrablic, Kolcz, Hazelbaker, Norris – 4

No – 0

Absent - Gordon

MOTION CARRIED

12/ Motion by Commissioner Vrablic, seconded by Commissioner Kolcz, that the 2018 General Fund Budget is approved in the amount of \$13,285,299.85. MOTION CARRIED

13/ Motion by Commissioner Vrablic, seconded by Commissioner Kolcz, that the 2018 Special Fund Budget is approved in the amount of \$38,927,406.04. MOTION CARRIED

14/ Motion by Commissioner Hazelbaker, seconded by Commissioner Vrablic, to nominate and re-appoint Anita Hoyt to fill an expiring position on the Planning Commission, with the new term beginning 01/01/2018. MOTION CARRIED

Committee/Liaison Reports:

Vrablic – Wishing residents a Merry Christmas, safe travels and encourages motorists to drive with their headlights on when traveling.

Kolcz – attended the Brownfield meeting and stated that they presented a couple of interesting programs.

Norris – Wished all Happy Holidays.

15/ Motion by Commissioner Kolcz, seconded by Commissioner Hazelbaker to adjourn at 4:22 pm. MOTION CARRIED

Chairman

Clerk